

# EEOP Short Form



Tue Oct 19 13:04:47 EDT 2010

## Step 1: Introductory Information

<b>Grant Title:</b>	VOCA	<b>Grant Number:</b>	2009-VA-GX-0064
<b>Grantee Name:</b>	CRIME VICTIM ASSISTANCE	<b>Award Amount:</b>	\$139,650.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	500 S. GILLETTE AVE SUITE 112 GILLETTE, Wyoming 82716		
<b>Contact Person:</b>	JUDY HASELWOOD	<b>Telephone #:</b>	307-682-7283-6318
<b>Contact Address:</b>	500 S. GILLETTE AVE SUITE 1100 GILLETTE, Wyoming 82716		
<b>State Granting Agency:</b>	DIVISION OF VICTIM SERVICES	<b>Grant Number:</b>	2009-VA-GX-0064
<b>Contact Name:</b>	NANETTE ALANIZ		
<b>Contact Address:</b>	122 WEST 25TH ST, 1ST FLOOR WEST CHEYENNE, Wyoming 82002		
<b>Telephone #:</b>	307-682-7283-6318		

---

### Policy Statement:

It is the policy of Campbell County to provide equal opportunity in employment to all employees and applicants for employment in the administration of all personnel practices including, but not limited to, recruitment, hiring, promotions, discipline, retention, compensation, benefits training or the application of any policy or guideline of Campbell County. All employment decisions will be based on merit, qualification and ability, and made without discrimination of the basis of race, color, national origin, gender or sex, religion, age, disability or military status, or any other characteristic protected by applicable federal or state law.

Also see attached Campbell County Personnel Guideline 202. Equal Employment Opportunity

## **Step 4b: Narrative Underutilization Analysis**

The Human Resources Department finds two areas of underutilization of County employees, cross classified by race, national origin, and sex, to the relevant market.

1. White females are significantly under represented in the following two job categories:

Sworn Officers

Skilled Craft

Although the Utilization Analysis Chart also indicated two other areas of significant under representation, it corresponds to white males in the Professionals and Administrative Support job categories. Since this is not a minority group, no action is required.

The Utilization Analysis Chart does not show any other underutilization that is greater than -3%.

As of January 2011, our hiring process will include the opportunity for applicants to self-identify gender and racial origin/ethnicity.

This should provide us with data in the future to better analyze and manage our underutilization and objectives.

## **Step 5 & 6: Objectives and Steps**

### **1. 1. To encourage white females to apply for vacancies in the Sworn Officials and Skilled Craft**

a. Human Resources will review the hiring process to determine whether any step in the selection process for these positions may have had a significant impact on screening out white female applicants. The findings will be summarized in a written report within three months of the completion of this EEOP Short Form. Based on the results a determination will be made on what action, if any, may be required i.e., changing the candidate selection process.

b. Human Resources will create a memo that outlines our Equal Employment Opportunity practice. The memo will be sent to hiring managers and supervisors when they are in the process of actively recruiting for a position.

c. Human Resources, in conjunction with County departments, will enhance outreach efforts that target white female applicants in the Skilled Craft.

Potential organizations that may be utilized:

National Association of Women in Construction

- Metro Denver Chapter 112

- Colorado Springs Chapter 356

National Association of Heavy Equipment Training Schools

## **Step 7a: Internal Dissemination**

1. The EEOP Short Form will be posted on the Human Resources page on our intranet site.
2. A hard copy will be kept in the Human Resources reception area.
3. The EEOP will be added to New Employee Orientation.

## **Step 7b: External Dissemination**

1. A link to the EEOP will be included on our recruitment webpage.
2. The following statement is included on our recruitment webpage.

Campbell County is dedicated to the principles of Equal Employment Opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, veteran status or any other status protected by federal, state or local law.

**Utilization Analysis Chart**  
**Relevant Labor Market: Campbell County, Wyoming**

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Officials/Administrators</b>														
Workforce #/%	12/57%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	9/43%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,190/59%	14/1%	0/0%	4/0%	20/1%	0/0%	0/0%	790/39%	10/0%	0/0%	0/0%	4/0%	0/0%	0/0%
Utilization #/%	-1%	-1%	0%	-0%	-1%	0%	0%	4%	-0%	0%	0%	-0%	0%	0%
<b>Professionals</b>														
Workforce #/%	18/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	71/79%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	775/35%	20/1%	0/0%	15/1%	10/0%	0/0%	0/0%	1,360/61%	4/0%	0/0%	15/1%	25/1%	0/0%	0/0%
Utilization #/%	-15%	-1%	0%	-1%	-0%	0%	0%	18%	-0%	0%	0%	-1%	0%	0%
<b>Technicians</b>														
Workforce #/%	10/56%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/44%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	140/39%	25/7%	0/0%	0/0%	0/0%	0/0%	0/0%	190/54%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	16%	-7%	0%	0%	0%	0%	0%	-9%	0%	0%	0%	0%	0%	0%
<b>Protective Services: Sworn-Officials</b>														
Workforce #/%	49/80%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	10/16%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	150/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	70/31%	4/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	13%	2%	2%	0%	0%	0%	0%	-15%	-2%	0%	0%	0%	0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	29/66%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	14/32%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,185/63%	54/3%	4/0%	20/1%	0/0%	0/0%	10/1%	565/30%	35/2%	0/0%	15/1%	0/0%	0/0%	0/0%
Utilization #/%	3%	-1%	-0%	-1%	0%	0%	-1%	2%	-2%	0%	-1%	0%	0%	0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	10/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	22/65%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	25/71%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	1%	0%	0%	0%	0%	0%	0%	-7%	6%	0%	0%	0%	0%	0%
<b>Administrative Support</b>														

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Workforce #/%	20/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	252/91%	4/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	695/19%	25/1%	4/0%	0/0%	0/0%	0/0%	0/0%	2,750/76%	60/2%	0/0%	20/1%	20/1%	0/0%	30/1%
Utilization #/%	-12%	-1%	-0%	0%	0%	0%	0%	15%	-0%	0%	-1%	-1%	0%	-1%
<b>Skilled Craft</b>														
Workforce #/%	71/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,015/89%	140/3%	0/0%	35/1%	0/0%	0/0%	10/0%	305/7%	10/0%	0/0%	0/0%	4/0%	0/0%	0/0%
Utilization #/%	11%	-3%	0%	-1%	0%	0%	-0%	-7%	-0%	0%	0%	-0%	0%	0%
<b>Service/Maintenance</b>														
Workforce #/%	18/47%	2/5%	0/0%	0/0%	1/3%	0/0%	0/0%	17/45%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,055/56%	70/1%	10/0%	25/0%	25/0%	0/0%	20/0%	2,155/39%	80/1%	0/0%	35/1%	20/0%	0/0%	0/0%
Utilization #/%	-8%	4%	-0%	-0%	2%	0%	-0%	6%	-1%	0%	-1%	-0%	0%	0%

### Significant Underutilization Chart

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Professionals</b>	✓													
<b>Protective Services: Sworn-Officials</b>								✓						
<b>Administrative Support</b>	✓													
<b>Skilled Craft</b>								✓						

### Law Enforcement Category Rank Chart

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>UNDERSHERIFF</b>														
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>CAPTAIN</b>														
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>LIEUTENANT</b>														
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>SERGEANT</b>														
Workforce #/%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>CORPORAL</b>														
Workforce #/%	11/73%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/27%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>DEPUTY SHERIFF</b>														
Workforce #/%	31/84%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	4/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	29/66%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	14/32%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%



I understand the regulatory obligation under 28 C.F.R. 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

---

[signature]

---

[title]

---

[date]